_____ should develop a Loss Control Committee (Committee) as part of its loss control system. Guidelines to establish this Committee are described in Chapter 4 of the Risk Management Manual. The Risk Management Division can assist with this process.

1) Suggested duties and responsibilities of the Committee should include:
   a) assisting in the maintenance and development of the Departmental minimum General Safety Rules. Said Rules could then be customized and expanded by each section or division of the Department, if necessary, to meet any specific requirements;
   b) reviewing documents that verify that established policies and procedures are reviewed by appropriate personnel and that compliance with the policies and procedures is required;
   c) serving as a review board for all Department accidents or incidents involving property damage or personal injury including determining the cause and implementing procedures to prevent similar occurrences in the future;
   d) establishing inspection procedures through checklists for use throughout the Department's systems to assist in identifying and correcting hazardous conditions and to document loss control activities;
   e) reviewing current loss control and safety training programs for Department employees and implementing required additions thereto;
   f) determining what safety equipment is required for the various Department operations and ensuring that employees are trained in the use of the equipment and the equipment is provided, properly fitted, and properly maintained;
   g) documenting the actions of the Committee through minutes and checklists and retaining the documentation.

2) To properly conduct the meetings:
   a) comply with the Secretary of State Open Meeting Notice Requirements as outlined in the Risk Management Manual pages 4.2-8 through 4.2-13. If your Committee meets semi-annually, the first of each year file a Notice of Meeting Access to Public Records (SFN51392) along with a memorandum to the Secretary of State's Office stating that the Committee will meet:
      • date;
      • place;
      • time; and
      • general agenda.
   b) post a notice of the meeting on a bulletin board in the Department's administration office when the committee members are notified of the meeting;
   c) post a notice of the meeting at the location of the meeting on the day of the meeting;
   d) during that portion of the meeting when the Committee reviews Risk Management Fund reserves, incident reports, investigation reports or Risk Management Fund records of a specific pending or reasonably predicable claim, the meeting should be closed and the members of the public excused. To close that portion of the meeting:
      • prior to closing the meeting, a general description of the topics to be discussed during the closed portion must be disclosed and a motion passed authorizing the committee to close the meeting as authorized by N.D.C.C. § 32-12.2-12;
      • tape the closed portion of the meeting and retain the taped portion of the meeting for a period of at least one year from the date of the meeting;
      • report in the minutes of the meeting the names of Committee members present during the closed portion, a general description of the matters discussed and the period of time the meeting was closed.

Quick Tips

Components of a loss control system

- ☐ Proactive Policies and Procedures
- ☐ Safety policy statement
- ☐ Loss control committee
- ☐ Assignment of responsibilities and allocation of resources
- ☐ Ongoing review of accident statistics
- ☐ Periodic safety audits and training
- ☐ Accident reporting and investigation
- ☐ Safety communication
- ☐ Development and regular review of emergency and contingency plans

Duties of a loss control committee

- ☐ Develop loss control and safety policy
- ☐ Review all accidents
- ☐ Establish procedure for reporting hazards and possible corrective actions
- ☐ Inspect agency facilities
- ☐ Prepare inspection checklists
- ☐ Coordinate evacuation drills
- ☐ Determine loss control and safety training needs and develop a plan to fulfill them
- ☐ Ensure the provision of first aid kits and protective equipment
- ☐ Develop safety incentive awards
- ☐ Develop and conduct new-employee safety and loss control orientation programs

Open Records

- ☐ Determining if something is a record
- ☐ Classes/Types of records
- ☐ Determining if a record is open, confidential, or exempt
- ☐ Providing access to/disclosing open records
- ☐ Denying access to records (when and how)

Open

Meetings

- ☐ Determining if something is a meeting
- ☐ Classes/Types of meetings
- ☐ Determining if a meeting is open, confidential, exempt, or an executive session
- ☐ Providing notice of and scheduling open meetings
- ☐ Providing access to open meetings
- ☐ Conducting public meetings
- ☐ Denying access to meetings (how)

Records Management System	☐ Developing a Records Management Program
	☐ Application of a Records Management System to an incident, claim, or lawsuit
	☐ Destruction Hold Notice
	☐ Dealing with Open Records Requests pertaining to an incident, claim, investigation lawsuit
	☐ Destruction ramifications
	☐ Closed files retention
Dealing with disasters	☐ Establish fire emergency, natural disaster/severe weather, and man-made disaster plans
	☐ Develop a business continuation plan